



Quarterly Report to the Citizens

Letter from the Mayor

Dear Manitou Citizens,

What a busy spring the city is experiencing as our staff gears up for the upcoming summer activities. We are all well aware of gas prices and, hopefully, we can attract visitors within the state to find out about "what's going on in their own backyard." The tourism industry always has challenges ranging from cold or rainy days to economic conditions, both statewide or nationally. It is true that businesses that depend on their tourism related dollars are not for the faint hearted people.

Our city, as you can see, is beginning to change with the downtown project now underway. For so long you only heard words about the redevelopment action plan but now you are seeing the beginning of several phases that will be occurring over the next five years. With the great support of the Council and Staff I am spending a fair amount of my time attending meetings that can assist us by providing grant dollars that the city, matches with the sales tax increase you approved.

Just last week, our Economic Development Director received news that her grant application for \$75,000 was approved by the State Department of Local Affairs to analyze our eastern corridor properties and work on a plan to guide the Council on

further improvements. This summer the P.P.R.T.A. (Pikes Peak Rural Transportation Authority) will provide dollars to initiate the engineering for sidewalks and curbs along the north side of Manitou Avenue.

I am so excited about our progress and just about every day small improvements are being made by property owners who are realizing that we are dedicated to improving Manitou Springs for the long term.

Please continue to help us – volunteer – and encourage our entire community to continue to work together. All of us need to be cheerleaders!

Sincerely,

Marcy Morrison

To find out what is happening in Manitou Springs you are welcome to attend City Council meetings the first and third Tuesday of every month, beginning at 7 p.m., in Council Chambers, City Hall, 606 Manitou Avenue.

You are also welcome to volunteer in your city government by becoming a member of a board or commission.

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City Offices will be closed May 30, 2005-Memorial Day

CITY OF MANITOU SPRINGS

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Finance Department

By Michael Leslie, *Finance Director*

Economic Performance – January Sales Tax

The City, like many municipalities our size, continues to rely on the Colorado Department of Revenue for the collection and disbursement of our local sales taxes. The City experiences a two month lag between the time taxable sales are made and receipt by the City of the associated sales tax because of this transaction. The City Sales taxes collected in the month of January 2005, were received by the Finance Department on March 11. The City collected \$93,369 reflecting \$2,394,071 in taxable sales for businesses operating in the City during the month of January. January's taxable sales were 15.7% higher than those during this same period in January 2004. In January 2004, taxable sales were reported at \$2,068,949 with city sales tax collections at \$80,689. Taxable sales for the year 2004 closed at 3.0% higher than those in 2003 with year end taxable sales reported at \$44,399,811 in 2004 compared to \$43,122,028 in 2003.

Shoshone Spring Demonstration Project

After receiving a "notice to proceed" from the Colorado Department of Transportation late last December, the City conducted a public opening of the construction bids for the Shoshone Spring Demonstration Project on January 27 at City Hall. The Shoshone Spring Demonstration Project is the first phase of the five-phase downtown revitalization project. The City and the City's engineering firm, Nolte Associates, conducted a mandatory pre-bid conference and site visit for perspective bidders on January 11. Twenty people attended that conference.

After evaluation of the bids by the City and Nolte Associates the bid was awarded to AA Construction Company Incorporated of Colorado Springs, Colorado. On February 1, the Finance Department received CDOT concurrence to award Phase 1 of the Manitou Springs Revitalization Project, The Shoshone Spring Demonstration Project to AA Construction Company. AA's bid of \$325,184 won the competitive award process. The city's project fund is \$345,000. The City issued a "Notice to Proceed" on the project on February 18 and conducted a pre-construction conference on that date. The City's contract with AA Construction Company Incorporated began February 21 with construction beginning on that date. The project has a contract length of 75 working days that places the project completion at the end of May.

Grant Funding for the Downtown Revitalization Project

The Finance Department solicited a proposal from Nolte Associates for grant writing services to obtain further Federal Transportation Enhancement funds for the Downtown Revitalization Project. The Finance Department seeks to find further funding for the construction phase of Phase 2, which runs from Pawnee Avenue to Otoe Place, and to fund a possible Phase 6 that would run from El Paso Blvd to Pawnee Avenue. The proposal from Nolte Associates proposes a contract cost of \$3,380 and services to include completion of grant applications, project plans and assistance in presentation of applications. Nolte Associates completed our successful Transportation Enhancement and Metro grants of which the downtown revitalization project is currently funded.

Pikes Peak Rural Transportation Authority

Last November the region's voters, including Manitou Springs, approved the establishment of the Pikes Peak Rural Transportation Authority for the purpose of improving the area's roadways and transit systems. The voters approved a \$.01 sales tax to fund the Authority. As a member government the City of Manitou Springs will receive transit service estimated at \$67,000 in value per year, an annual cash allocation estimated at \$235,000 to augment existing City roadway maintenance funds and capital improvement funds totaling \$2,200,000. The Finance Department has been actively involved in representing the City as a member government during its formation stage.

The City Council did receive a proposal from Nolte Associates to prepare a design concept and inventory of the Eastern corridor of Manitou Avenue as a precursor to a design project for roadway, drainage, utilities undergrounding and curb and gutter improvements to the east and west ends of Manitou Avenue. This design and construction project would be funded by RTA capital improvement funds.

GASB34

The City is required to convert its FY2004 financial statements to the standard dictated by the Governmental Accounting Standards Board's proclamation number 34 (GASB34). One of the major requirements of GASB34 is the reporting of depreciation on general government infrastructure assets by function. For many years the City accounted for all City-owned land, buildings, vehicles and equipment used in police, fire, pool, library, streets, parks, planning and administrative functions. But generally accepted accounting principals ("GAAP") did not require (continued on Page 3)

Finance Department (continued from Page 2)

the accounting of the accumulated investment in streets, sidewalks, bridges and other general government infrastructure assets – nor the current cost of using those assets, including their replacement at the end of their useful lives (called depreciation).

The Finance Department continues to work compiling the inventory of the City's infrastructure to convert the City's financial reporting to the GASB34 format. This quarter, work has centered on inventorying the City's streets and classifying them by type and surface. Value will be affixed to the street inventory accordingly. To date, the Finance Department has completed inventory and valuation of the City's fixed assets that include: land; buildings; equipment; and vehicles. Curb and gutter, storm drainage, retaining walls, street lights, road signs, city sidewalks, and bridges remain to be inventoried and value assessed. The City's auditors, Jaspers + Hall, P.C. have been working closely with the City since the beginning of the year towards this conversion, and it is anticipated that financial statements will be prepared for presentation to City Council in early May.

Water Meter Replacement Program

On March 10, the Finance Department, in conjunction with the Manitou Springs Water Conservation Committee, issued a request for proposals for a city-wide water meter replacement program. The majority of the City's installed water meters are over 20 years old and may be operating beyond their mechanical ability to accurately record water use. Requests For Proposals (RFP) were sent to 5 water meter manufacturers and distributors. The requests ask the vendors to propose prices for the meters necessary to replace all of the City's meters, prices for meter data collection hardware and software systems, city-wide installation service

and, revenue-pledge financing. The finance department may seek independent financing depending upon the results. Proposals were due to the Finance Department by the close of business on April 1, and three responses are being evaluated by the Water Conservation Committee.

Other

On February 25, the Finance Department issued a RFP for lease/purchase financing to purchase police records/report software, a modular storage facility and a police vehicle budgeted in the capital improvements fund for FY2005. RFPs were sent to 12 banks and lending institutions. The lowest cost proposal was forwarded by Tatonka Capital Corporation on March 18, and approved by a special meeting of City Council on March 22. The Tatonka proposal finances the equipment valued at \$61,887 over three years at 4.860% with total financing costs of \$2,962.

During the month of March, the Finance Department completed and submitted applications for exemption from audit for the Manitou Springs Business Improvement District and the Manitou Springs Metropolitan District. The applications for exemption from audit are in essence mini-audits required of smaller governmental or quasi-governmental entities with revenues/expenditures less than \$100,000 who request, from the Office of the State Auditor, permission to forego the expense of a full, independent audit.

The Finance Department also completed and submitted the yearly report of "Status of Conservation Trust Funds" for the City and the Manitou Springs Metropolitan District. This report requires the itemization of conservation trust fund expenditure and is required of all agencies receiving conservation trust fund allotments for park and recreation use.

City Telephone Numbers

New Web Address.....	www.manitousprings-co.gov
Accounts Payable	685-2565
Administration	685-5596
City Clerk.....	685-2554
Code Enforcement.....	685-2543
Finance Department	685-5481
Fire Dept. (non emergency).....	685-1444

Hall Rental Information.....	685-2565
Library	685-5206
Planning Department.....	685-4398
Police Dept. (non emergency)	685-5407
Public Services.....	685-2573
Swimming Pool.....	685-9735
Water Billing.....	685-2579

Historic Preservation Commission

By Neil Plass, *Vice Chair Historic Preservation Comm.*

May is National Historic Preservation Month. This year's theme is titled "Restore America: Communities at a Crossroads." In honor of this national celebration of grassroots preservation efforts around the country, the HPC is planning a number of events.

On the evening of May 5, the Commission will host its annual Preservation Honor Awards, to recognize noteworthy projects and people who have contributed to historic preservation in our community. The 2004 Honor Award Winners are: Margaret Edinger for a rear addition to 528 Canon Avenue, Jerry Rossell for rehabilitation of vacant cottage at 396 Pilot Knob Avenue, Jeff and Janice Kidd for retaining wall restoration at 102 Navajo Avenue, and Thomas and Carol Salamon for residential infill at 312 Michigan Avenue. In addition, Ken Long and Bernard McNamara will receive the 2004 Preservation Pioneer Award for their long-standing contributions and commitment to historic preservation in Manitou Springs.

The installation of the Historic Interpretive Plaques has begun. Twelve of the thirty sites have been



2004 PRESERVATION PIONEER AWARD WINNER

Ken Long and Bernard McNamara, owners of the
NOLAN HOUSE - 2 Grand Avenue

installed at the time of this report. The Commission's goal is to have them all in place by the beginning of May, with a dedication planned during the Honor Awards Reception. The plaque project has been underway for a number of years and involved the time and effort of many people in Manitou Springs and at the Colorado Historical Society's State Historical Fund. The project required researching the history and writing descriptions on each site, obtaining historic photos, and designing the plaques.

Mounting bases were coordinated with the design of the Downtown Revitalization Project, as many of the sites are in or near the central business area. A map is being created for visitors and residents showing where the plaques can be found.

On May 20, state-recognized expert and owner of Colorado Sash and Door, Mark Wernimont, will lead "Curing Old Panes - A Workshop on Restoring Historic Wood Windows." The Commission is very excited to bring Mark to Manitou Springs and provide an opportunity for property owners to learn about cost-effective alternatives to replacing historic windows.

Earlier this year, the HPC finalized and City Council approved updates to its Rules of Procedure. The next project on which the Commission is concentrating is reviewing and drafting revisions to the Design Guidelines. The Commission has been holding Work sessions to discuss streamlining and updating the current Guidelines, which were adopted 11 years ago, to make them more concise, user friendly, and address new technologies developed since the last update. We hope to have the revised Guidelines ready for City Council consideration later this year.

There have been several changes recently in the Commission: Cathy Spalding is now an Alternate member and Theresa Blair, a licensed architect, has replaced her as a Regular Commissioner. In March, Charles Case was elected as Chairman, replacing Neil Plass who was elected to be Vice Chairman. Joe Wilson, an attorney who has served on the Commission for many years, including as Chairman, has announced he is leaving Manitou Springs and the Commission to pursue a new career opportunity. Volunteers for Joe's upcoming Regular Commissioner vacancy and two, additional alternates are being sought. Citizens should contact the City Planner, Michelle Anthony, if they have questions regarding what volunteering entails, and the City Clerk if they are interested in applying for appointment to the Commission by City Council.

The Commission was pleased to participate in the approval processes for two of the major projects currently progressing in Downtown - Manitou Avenue's revitalization and construction of the Manitou Lofts and Shops. Progress on both projects is moving along. The construction of the mixed-use development and the return of the Shoshone Spring to the public domain as part of Phase I of the streetscape project are very important examples of successful integration of the new and old to retain the historic character of Manitou Springs.

Planning Department

By Todd Liming, *Planning Director*

The Planning Department is off to an active start for the first quarter of 2005. Several projects are worth noting.

Historic Plaque Program

The first 12 historic plaques have already been installed. The State Historic Fund Grant for the project has been closed out and we have received final acceptance. The installation of the first round of plaques has triggered some interest by the plaque site owners in regard to additional donations. Staff has requested that plaque installation be completed by early May. Hopefully, the weather will begin to cooperate and allow its completion.



Manitou Springs Town Clock, Located on the corner of Manitou Avenue and Canyon Avenue

Spa Building

City Council approved the submission of a \$200,000 State Historic Fund Grant Application with an equal match to be furnished by the developer. The developer has also indicated he would like to resubmit development review applications during 2005, perhaps as early as the next few months. Staff anticipates reviewing various applications, including a Major Development, a Minor Subdivision, a Conditional Use, a Parking Variance and a Material Change of Appearance Certification for the renovations.

US Hwy 24 (West)

Planning Staff has attended five Technical Leadership Team meetings over the past several months for the Environmental Assessment on US Highway 24 West. As a group, we have helped to refine the project goals, criti-

cal issues, prospective solutions and the proposed criteria to evaluate a number of possible improvements for US Hwy 24 West between Manitou Avenue and I-25.



Historic Manitou Spa Building Elevated view of the historic building and other buildings in downtown Manitou Springs

Code Enforcement

Over the past quarter, the Code Enforcement Officer has handled 175 matters. These include junk vehicles (10 matters resolved), trash/debris/ snow removal (all 40 resolved), business licenses (30 resolved), permits/ inspections (all 13 resolved), sign issues (9 resolved), loose/vicious animals (all 27 resolved), and several other emergency or miscellaneous assistance items. This past quarter, approximately 85% of these matters were initiated by the Code Enforcement Officer or from the reports of other city employees.

Building Permits

The Planning Department's review of building permit applications has continued at a very healthy pace. Through March 30th, we have issued a total of 59 building permit applications. These permits involve nearly \$145,000 in the cost of materials and over \$5,000 in use tax collections. So far this year, we are slightly ahead of our building permit pace for the same point last year, which ended up as our second busiest on record.

Police Department

By MaryJo Smith, *Police Chief*

The citizens will see the new traffic speed monitor out in the community very soon. The speed monitor, software and trailer were purchased through the Rural Law Enforcement Block grant. The Police Department received \$7,500.00 for the purchase of the traffic speed monitor through the grant process. The City of Manitou Springs added a match to the grant of 10%. The new software will give the Police Department data such as tell us how many vehicles passed the location, what the average speed was, what the highest speed was, as well as what time of day the speed was the highest or the lowest. This will assist the department in determining where officers need to set up radar enforcement. We look forward to using this state of the art tool.

Training continues and officers have attended twenty-two trainings to date in 2005. The majority of the training has been offered through the Central Mountain Training Foundation. The Central Mountain region includes Judicial Districts 4, 10, and 11 (Chaffee – Custer – El Paso – Fremont – Park - Pueblo and Teller counties). The grant is funded by a \$0.25 fee, which is collected when new motor vehicle registrations are obtained or renewed in the state of Colorado. Funds collected are used only for the training of certified peace officers of the state of Colorado.

Dispatchers have all attended training in Police Protocol and Fire Protocol. The department's dispatchers are all Emergency Medical Dispatching (E.M.D.) certified. What does that mean to the citizens? When you call in a complaint, such as a burglary that occurred in your home or business, the dispatchers will be asking you a series of questions. They will be asking you if you have entered your home/business? Is there forced entry to your home/business? Do you feel you are in danger? They are trying to get the best information to assist you, but also to assist the officers that are responding to the call. It will be the same with any medical emergency, traffic accident or reported fire. Please allow the dispatchers to ask you the questions, so that they may get the officers, fire department and ambulance to your location. This will allow responding units to have the equipment they need to provide a high level of service to you. The entire community of Colorado Springs, El Paso County, and Teller County are all using the same protocols.

What happened to the test siren? The City of Manitou Springs used to test the emergency siren the first Friday of every month at noon. The Police Department would like to begin conducting that test again. The threats to the country, and the threat of bio-terrorism is reason alone, but we want to

be able to use it if we should have the threat of a flood, a tornado, or any emergency situation that would affect our community. So, be prepared and tell your neighbors and friends why we are conducting the test. Prepare your children, so they are not afraid. The Police Department began the siren test on April 1 at noon.



Mineral Springs Foundation

The restoration of Shoshone Spring is going well. We are ready to install the pump and filter when electric service is available. The opaque glass bricks will be replaced by clear glass bricks, allowing spring visitors a glimpse inside the springhouse.

Spring means spring-cleaning for our mineral springs. Work includes repairing and replacing the damaged sandstone at Cheyenne and repairing the stone work at Wheeler. Iron Spring is a much larger renovation and the Foundation will begin planning this project as soon as Shoshone is completed.

The Mineral Springs Foundation hosts its first annual art auction at Briarhurst on May 4. Proceeds from this event as well as membership in the Mineral Springs Foundation support our efforts to restore and maintain Manitou's historic mineral springs.

Another warm weather activity is approaching quickly –“SpringAbouts,” the free walking and water tasting tours of the springs. Tours are given free of charge Tuesdays and Saturdays from Memorial Day through Labor Day. Tours begin at 9:30 a.m. at the Town Clock. We always need tour leaders. If you are interested in this volunteer opportunity, please call the Manitou Springs Chamber of Commerce at 685-5089.

The Chamber also has the Mineral Springs brochures and maps showing the location of the springs. The office is located at 354 Manitou Avenue and it is open Monday through Saturday.

Public Library

By Jan Pratt, *Library Director*

For the month of May, the Library will be honoring Archaeology and Historic Preservation Month sponsored by the Colorado Historical Society with a special program: "Historic Manitou Springs: Then and Now." This program will be held on May 7 at 11 a.m. featuring a lecture presentation by Deborah Harrison on the history of Manitou Springs followed by a walking tour of the area lead by Cathy Spalding. This program is made possible through a grant from the Colorado Historical Society, The State Historical Fund and the Colorado Archaeological Society.

The Summer reading program will begin on June 17 at 10 a.m. and will run every Friday through July 29. These programs will feature story-tellers Merry Andrew Afoot and John Stansfield, a medieval fair, a castle building session, a Royal Romp, finishing up with a pool party sponsored by the Manitou Springs Pool. For teens, programs will be held every Tuesday in July at 4 p.m. featuring a magic workshop with Inspector Magic, a Sword Fight Demonstration, an art workshop and finishing with a pool party. To register for these programs please call the Library at 685-5206.

As always, the Manitou Springs Public Library strives to provide materials and services to meet the needs of our community. Please feel free to recommend materials or programming ideas that will help us to meet your needs.



READING FRIENDS Mentors and their students meet weekly to practice reading skills.



TODDLER STORY TIME MARDI GRAS CELEBRATION
Children listened to stories about holiday celebrations and then made masks and streamers.



Barbara Parsons and her reading friend Shey Owre
Show off one of their favorite books.

Public Services

By Kelly McMinn, *Public Services Director*

At the request of the Colorado Storm water Quality Control Division, I will focus on storm water pollution and what we can do to help keep our streams and waterways as pollution free as possible.

There are two major kinds of water pollution. One kind is **point source pollution**. This kind is like a factory that is dumping chemicals into the river from a single pipe, this pipe would be the “point source.” This kind of pollution is fairly easy to identify and stop.

The other kind of pollution (the kind we see around our area) is **non-point source pollution**. Non-point source pollution comes from lots of different sources that are harder to identify. Some of these sources are buildings, parking lots, and construction sites. Rainwater or snowmelt runs over these sources, picks up pollutants and carries them directly into rivers and streams.

Nonpoint source pollution is made of everyday substances. A lot of these things can be found in your home, such as pesticides, fertilizers, motor oil, pet waste, grass clippings and dirt. Storm water picks up these substances and carries them to the stream. Because the sources of non-point source pollution are everywhere, non-point source pollution is hard to control. Everyone needs to be careful storing, using and disposing of substances that pollute. Stopping non-point source pollution is everybody’s job.

Here are some facts from the Council of State Governments’ *Homeowners Guide to Protecting Water Quality*.

- Nearly forty percent of the nation’s waters remain too polluted for fishing, swimming and other uses.
- Polluted storm water runoff is the source of most of the contamination in the nation’s waters.
- Just four quarts of oil from your cars engine can form an eight-acre oil slick if spilled or dumped down a storm drain.
- Dumped oil from one oil change can ruin one million gallons of fresh water, enough to supply fifty people with water for a year.
- As little as one teaspoon of some pesticides rinsed down a storm drain is enough to show up as a pollutant in local streams.



WARNING! Above is a typical notice placed beside drains showing what would be affected if pollutants were placed in the drain.

- Dumping wastes into a stream is a crime and could result in jail terms and/or fines.

Household pollution makes up a big part of non-point source pollution. Some common sources are: bug killer, weed killer, plant food, motor oil, gasoline, pet wastes, paint and paint thinner, and soap from car washing.

Sometimes making a difference is very simple. If everyone would pitch in and do a few simple things our water could stay cleaner for everyone to enjoy, such as:

1. Clean driveways by sweeping instead of using a hose and water or letting rainwater wash the material away.
2. Pick up pet waste and put it in the trash.
3. Leave grass clippings on your lawn or compost them.
4. Learn the right way to dispose of leftover chemicals like paint and cleaners and their containers.
5. Read the directions on household chemicals before you use them.
6. Wash your car at a car wash. Their dirty water is treated at a wastewater treatment plant.
7. Report spills or dumping to 685-5407

Thanks to the Colorado Springs Storm water Management and the Beidleman Environment Center for information used in this article.

Swimming Pool

Jackie Clark, *Aquatic Director*



This quarter has been amazing for the swimming pool. Lots of action at the pool and a lot more to come!!

Punch Card Sales:	Memberships:
Pool Usage:	
January 71 punch cards	14 memberships
2600 people	
February 69 punch cards	6 memberships
2212 people	
March 78 punch cards	5 memberships
2485 people	

*Total: 218 punch cards 25 memberships
7,296 people*

The total use of the pool does not include Swim Lessons!!! Every category is up from 2004 in this quarter of 2005.

The Manitou High School Swimming and Diving team has ended its season. What a season it was! They ended with a 7-1 record. Toni Barton, coach of the Mustangs, was awarded Coach of The Year. The Manitou Pool was proud to be a part of this success.

Special Olympics Colorado has started their swim season. They will be practicing Wednesday evenings for eight weeks. What an amazing program for our athletes. They have made Manitou pool their home pool for the eight-week class.

The swim lessons continue to be a HUGE success. The classes are always full and the school has been a great help handing out flyers and transporting the children to their lessons.

Once again, April proves to be a maintenance month. The new windows are going in above the pool on April 7. The new playground equipment has arrived and is being stored at Public Services until installation. Public Services is working on taking the old equipment out. Thanks to Public Services for helping with this task. The pool was awarded a grant, thanks to Betsy Miller, for the new playground equipment.

The blueprints are at Regional Building for the weight room/sun room. We are looking forward to this much-needed room. The plans are to have it ready to go by June 1. The weight training room will be a nice addition to the pool.

Summer is looking FANTASTIC for the pool. The calendar is almost full and it is only April.

Thanks for all the help and support that all of you have given the pool. Without all the great employees and volunteers all this would not be possible.

